KHANH HA TRAN

trank58@mcmaster.ca

TECHNICAL SKILLS

- **Programming Languages**: Python, Haskell, C, Java, HTML/CSS, JavaScript, R
- **Tools**: Git, WordPress, Microsoft Office Suite (Word, Excel, PowerPoint)
- **Soft Skills**: Detail-oriented, Dedicated, Collaborative, Responsible

WORK EXPERIENCE

Program Support Assistant　　　　　　　　　　　　　　　　May 2023 – Present
MacPherson Institute　　　　　　　　　　　　　　　　　　　　*Hamilton, ON*

- Migrates the old Course Outline Portal help site to a new accessible one on WordPress
- Writes and updates the supporting documents about general inquiries for A2L and Course Outline Portal
- Works with the LMS Technologies Support team to maintain the websites

VOLUNTEER EXPERIENCE

Logistic Coordinator of MacHacks　　　　　　　　　　　　Sept 2022 – Present
McMaster Artificial Intelligence Society　　　　　　　　　　　*Hamilton, ON*

- Manages the event execution of a hackathon that hosts 300+ participants: Organizes the venues, handles recruiting the guest speakers
- Works with a team of 5 to ensure the planning stays on schedule

Content Writer of The Husky Herald Club　　　　　　　Sept 2020 – Jun 2021
Hudson College　　　　　　　　　　　　　　　　　　　　　*Hamilton, ON*

- Wrote bi-weekly articles about studying techniques
- Collaborated with other writes and the editor-in-chief

Election Campaign Volunteer　　　　　　　　　　　　　　Feb 2018 – May 2018

- Performed canvassing and phone banking to encourage and convince people to vote, and selected as a scrutineer
- Worked with the Campaign Director and other volunteers on the team

EDUCATION

Bachelor of Applied Science, Computer Science　　　　Sept 2021 - Present
McMaster University　　　　　　　　　　　　　　　　　　　*Hamilton, ON*

- **Awards**: The Engineering Award of Excellence Scholarships, Dean's Honour List.
- **Relevant Coursework**: Web Programming, Databases, Algorithms & Software Design, Software Development

Khanh Ha Tran

Email: trank58@mcmaster.ca

August 12, 2023

McMaster University

1280 Main Street West

Hamilton, ON L8S 4L8

Dear Human Resources Manager,

My name is Khanh Ha Tran, and I am a third-year student at McMaster majoring in Computer Science. I came across the job posting on Mosaic, and I believe that my academic background combined with my experience would make me the qualified candidate for this job application.

Having taken a few courses focusing on computing technology during my two years of university, I learned a sufficient amount of theoretical knowledge of information technology about operating systems, networking, hardware, software, website application, and the Internet. On top of that, my strong skills in application and programming systems would help me contribute to the team. I am attentive to details, so I try to do my best to make fewer mistakes and get my work done perfectly. And another skill I have obtained suits best for this assistant position is time management skill. The ability to meet deadlines on time or even before the due date boosts my productivity flow as I can accomplish more tasks than I was given.

I would like to apply my skills and personal attributes to the Department; therefore, I hope to have the opportunity to discuss with you. I have enclosed my resume for your consideration. Thank you in advance for your time.

Sincerely,

Khanh Ha Tran